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**Career Pathway Training Partnerships for High Efficiency HVAC and Heat Pumps –
Program Opportunity Notice (PON) 4463
\$3.7 Million Available**

Proposal Due Date: April 19, 2022, by 3:00 p.m. Eastern Time.

Program Summary

New York State Energy Research and Development Authority (NYSERDA) is seeking proposals for hands-on, entry level, technical training programs to help develop a talent pipeline of new workers (e.g., technicians, installers, technical sales) to work in high efficiency heating, ventilation, and air conditioning (HVAC) careers specializing in heat pump technologies, specifically ground source and air source cold climate heat pump applications. While HVAC/heat pump training must be the primary focus, complimentary clean energy training can be included in proposals to support multiple career options for the trainees. Proposals will enable New York State to meet the objectives of the Clean Energy Fund and advance the climate equity and just transition goals of New York's Climate Leadership and Community Protection Act (CLCPA).

The purpose of this solicitation is to fund training providers including but not limited to high schools, unions, trade associations, community based and non-profit organizations and community colleges, who engage high school students, out-of-school youth, and unemployed or underemployed adults in high efficiency HVAC coursework leading directly to jobs or to more advanced technical training, certification, or degrees. Job interviews, job placement preparedness, and other job placement activities will be required elements of each project. It is anticipated that successful proposers will already have HVAC or related training programs and proposals will be focused on expanding into heat pump technologies and recruiting individuals from Disadvantaged Communities or Priority Populations. Proposers are required to have at least 50% of their program trainees be from Disadvantaged Communities or Priority Populations as defined below.

Total funding currently available for this solicitation is \$3.7 million. Additional funds may be provided if available. Proposals seeking the maximum award amount of \$550,000 are required to train a minimum of 50 to 60 individuals. The goal of this PON is that approximately 80% of those enrolled in training be successfully placed in a job, internship, or apprenticeship within 6 months of training completion. Preference will be given to proposals with lower training costs per trainee, a greater number of total individuals to be trained/placed in internships or jobs, and proposals that include leveraging existing training infrastructure and assets such as curriculum, equipment, instructors, etc. A minimum cost share of 10% is required and preference will be given to proposals with higher cost share percentages. Development and implementation of training is expected to be completed within 18 to 30 months, with an additional 12-month period for tracking and monitoring program graduates. Funds may be used for activities including but not limited to curriculum development, training trainers, training labs and equipment, test and certification fees, scholarships, marketing and outreach, and job placement support activities. Funding for internships and on-the-job training placements is not allowed under this solicitation. Funding and incentives for internships and on-the-job training are available to eligible businesses through NYSERDA's PON 4000 and PON 3982 respectively. Successful proposals will be required to leverage these additional funds for internships and on-the job training placements to help trainees get hands-on experience and hired.

I. Introduction

Background

Thermal energy used in buildings for space heating, hot water, and cooling accounts for 37% of net energy consumption and 32% of all combustion-based greenhouse gas emissions in New York State. Widespread adoption of clean heating and cooling technologies is critical to the achievement of ambitious climate targets. Businesses working in the HVAC market must have an adequate supply of workers with necessary skills, credentials, and experience related to heat pump design, installation, service, and sales for the heat pump market to scale up. Despite the strong growth of New York State's clean energy industry and growing demand for clean energy services, the broader building trades workforce is shrinking. Over the next ten years, many HVAC installers, boiler operators and other skilled trades workers are scheduled to retire. HVAC companies already have trouble filling job openings, and the need for contractors trained and qualified to install heat pumps will likely be compounded by a projected worsening of the HVAC workforce gap in coming years.

Career pathway approaches to workforce development offer articulated education and training steps between occupations in an industry sector, combined with support services, to enable individuals to enter and exit various levels and to advance over time to higher skills, recognized credentials, and better jobs with higher pay. This solicitation will provide funding to training providers to attract individuals to HVAC/heat pump careers and train them in areas including basic, technical and advanced skills as needed to align with HVAC businesses' need for workers. Training providers will be required to develop partnerships with businesses in order to provide real work experience related to HVAC and heat pumps through on-the-job training, internships, pre-apprenticeships or apprenticeships.

Proposal Submission

Online submission is preferable. **PLEASE COMBINE ALL DOCUMENTS INTO ONE SINGLE PDF FOR ONE SINGLE UPLOAD TO SALESFORCE. There is only one slot for upload, if you upload documents individually, you will overwrite each document.** Proposers may submit Word, Excel, or PDF files (file formats include: csv, doc, docx, gif, jpeg, jpg, pdf, png, ppt, pptx, pps, ppsx, tif, txt, xls, xlsx, and zip). Individual files should be 100MB or less in file size. Proposal PDFs should be searchable and should be created by direct conversion from MS Word, or other conversion utility. Files should not be scanned. For ease of identification, all electronic files must be named using the proposer's entity name in the title of the document. NYSERDA will also accept proposals by mail or hand-delivery if online submission is not possible. For detailed instructions on how to submit a proposal (online or paper submission), click the link "Application Instructions and Portal Training Guide [PDF]" located in the "Current Opportunities" section of NYSERDA's website (<https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

No communication intended to influence this procurement is permitted except by contacting Gwen Bluemich at (518) 862-1090, ext. 3584, or Adele Ferranti, (518) 862-1090, ext. 3206, or by email WFinfo@nyserda.ny.gov. If you have contractual questions concerning this solicitation, contact Nancy Marucci at (518) 862-1090, ext. or by email NancySolicitations@nyserda.ny.gov. Contacting anyone other than the Designated Contacts (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offeror, and (2) may result in the proposer not being awarded a contract.

Terms and Definitions

Career Pathway: In general, the U.S. Department of Labor refers to a career pathway as a combination of rigorous and high-quality education, training, and other services that— (A) aligns with the skill needs of industries in the economy of the State or regional economy involved; (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options; (C) includes counseling to support an individual in achieving the individual's education and career goals; (D) includes,

as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; (E) organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable; (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one (1) recognized postsecondary credential; and (G) helps an individual enter or advance within a specific occupation or occupational cluster. For specific career pathway requirements under this solicitation see the Program Requirements section below.

Disadvantage Communities: For the most up-to-date definition, including an interactive map, see the [“Disadvantaged Communities”](#) page on the NYSERDA website.

Priority Populations: For the most up-to-date list of Priority Populations, see the [“Definitions”](#) page on the NYSERDA website.

Technical Training: Refers to the delivery of competency-based, hard-skilled training courses to meet critical clean energy, energy efficiency and high efficiency HVAC/heat pump skill development needs, including topics specific to ground source and air source cold climate heat pump applications.

Certifications: Refers to a voluntary system of standards, usually set by key stakeholders and subject matter experts that practitioners can choose to meet in order to demonstrate accomplishment or ability in their profession.

Internship: Defined as paid, professional, structured learning experiences that offer meaningful practical work related to a student’s field of study or career interest. Internships allow students to obtain real-world experience in the workplace to prepare them for entry into the job market. Internships may include a combination of hands-on experience, on-the-job and/or technical training. **Wage subsidies for internship placements are not eligible for funding under this solicitation. However, funding for internships is available to eligible businesses through NYSERDA PON 4000.**

On-the-job Training (OJT): Defined as a form of training provided at the workplace during which trainees/employees are introduced to their work environment and acquire the skills they need to perform their work on the job. OJT may include the development of professional/“soft” skills such as communication, leadership, or team management or “hard” skills using machinery, equipment, tools, and other materials (“technical training”). **Wage subsidies for OJT placements are not eligible for funding under this solicitation. However, OJT incentives are available to eligible businesses through NYSERDA PON 3982.**

Note: PON 4000 incentives can be combined with PON 3982 for workers that are hired by an eligible business after an internship.

Apprenticeship: Defined as an employer-driven, occupational training model. Apprenticeship programs provide on-the-job training from an experienced mentor and related classroom instruction on the technical and academic aspects of a job. The training is rooted in industry skill standards and competencies and is typically registered by the New York State Department of Labor. Apprenticeship programs help companies successfully recruit, develop and retain a highly skilled workforce for the jobs they need filled.

II. Program Requirements

Funding

Total funding currently available for this solicitation is \$3.7 million. Additional funds may be provided if available. Proposals seeking the maximum award amount of \$550,000 are required to train a minimum of 50 to 60 individuals. The goal of this PON is that approximately 80% of those enrolled in training be successfully placed in a job, internship, or apprenticeship within 6 months of training completion (i.e., within the first 6 months of the 12-month outcome monitoring period). If the 80% threshold is not met

when an initiative is implemented, payments made through a contract may be prorated. Preference will be given to proposals with lower training costs per person and a greater number of total participants to be trained and proposals that include leveraging existing training infrastructure and assets such as curriculum, equipment, instructors, etc. Development and implementation of training is expected to be completed within 18 to 30 months, with an additional 12-month period for tracking and monitoring program graduates. NYSERDA will retain up to 10% of the total contract amount, as necessary, to ensure that all applicable project requirements have been met. Any remaining payments may be prorated, as appropriate, based on the level of project completion.

A minimum cost share of 10% is required and preference will be given to proposals with higher cost share percentages. Cost share can be in the form of cash, labor costs, equipment donations, training fees offset by a third party, training organization staff salaries, etc. NYSERDA will not pay for efforts which have already been undertaken. The proposing team cannot claim as part of their required 10% cost share any expenses that have already been incurred. Proposals requesting more than \$550,000 will not be considered. Additional funding may be added to successful projects after the original contract award. Funds may be used for activities including but not limited to curriculum development, training trainers, training labs and equipment, test and certification fees, scholarships, marketing and outreach, and job placement support activities. **Funding for internships and on-the-job training placements is not allowed under this solicitation.** Funding and incentives for internships and on-the-job training are available to eligible businesses through NYSERDA's PON 4000 and PON 3982 respectively.

This program is supported with System Benefits Charge (SBC)/Clean Energy Fund (CEF) funding. SBC/CEF service territory consists of areas with electric service provided by Central Hudson Gas and Electric Corp., Consolidated Edison Company of NY, Inc., NYS Electric and Gas Corporation, National Grid, Orange and Rockland Utilities, Inc., and Rochester Gas and Electric. All training initiatives must be designed to meet the needs of energy efficiency and clean technology companies within, or providing services to, SBC/CEF territories in the State of New York. Proposers must have a training location and conduct training in SBC/CEF service territory. If training is conducted in a non-SBC/CEF location, applicants must prove that more than 60% of trainees either reside, or serve customers, in SBC/CEF service territory. If the 60% threshold is not met when an initiative is implemented, NYSERDA payments may be prorated. Such evidence may consist of the following:

- Training roster with addresses of trainees (either as part of pre- and post-training surveys as outlined in Attachment D – Sample Agreement, or as a separate document);
- Proof of participation in a related NYSERDA or SBC utility program (e.g., via program website as a participating provider or letter from a utility, etc.).

The evidence must be included as a deliverable in the applicant's Statement of Work and provided prior to invoicing, if a contract is awarded (see Attachment D – Sample Agreement for more information). To learn more about the CEF and to confirm whether a training provider pays into the Fund, please consult the NYSERDA "[Funding](#)" website for more information.

Food and refreshments, computers (and related equipment such as servers, software, etc.), clothing, motor vehicles of any kind, trailers, personal devices and cell phones are not eligible for NYSERDA funding. In addition, costs such as tutoring, childcare assistance, or other wraparound services are not allowable costs for NYSERDA payments but can be used to meet the cost share requirements of this PON.

While wraparound services are not typically eligible for funding, clearly defined and justified wraparound services will be evaluated and considered on a case-by-case basis. For example, public transportation costs for trainees from Disadvantage Communities and/or Priority Populations may be considered.

Eligibility

NYSERDA seeks to support established training programs that can demonstrate experience in entry-level technical training for high efficiency HVAC/heat pump technologies. Training providers such as high

schools, unions, trade associations, NYS registered apprenticeship programs, community based and non-profit organizations, and community colleges are eligible for funding under this solicitation. **Collaboration is encouraged between training providers and other organizations.** All eligible training providers must possess the following minimum basic qualifications:

- Credentialed and knowledgeable team with documented and relevant experience in curricula development, delivery and maintenance, and evidence-based learning techniques.
- Experience with implementing training as part of a career pathway that leads to additional training, certification, degree, continuing education credits, job experience or job placement.
- Experience with or a strategy for engaging business and industry partners and professional organizations in program activities such recruitment, job/internship placement, etc.
- Ability to deliver training and related program activities to NYS residents including having sufficient equipment and lab space to facilitate hands-on learning.
- Capacity to bring on additional resources as necessary to meet programmatic needs.
- Experience in integrating new material into existing curricula and/or developing new stand-alone curricula approved by the NYS Department of Education for use at post-secondary education levels.
- Accreditation by the NYS Education Department and/or training program accreditation by a nationally recognized third-party entity.
- Ability to reach individuals from Disadvantaged Communities or Priority Populations.

Career Pathway Requirements

A successful career pathway program will have a combination of rigorous and high-quality education, offered concurrently with and in the same context as workforce preparation activities and training. It is anticipated that successful proposing teams will already have HVAC or related training programs and proposals will be focused on expanding into heat pump technologies and recruiting individuals from Disadvantaged Communities or Priority Populations. To be eligible for funding, the proposed career pathway program must:

- Align with the basic, technical, and advanced skill needs of employers within the high efficiency HVAC industry. Education and training must address heat pump basics (e.g., types of systems, applications for heating in cold climates), load calculations and load matching, system design, and thermostats and integrated controls.
- Train a minimum of 50 to 60 individuals if seeking the maximum award amount of \$550,000.
- Successfully place approximately 80% of those enrolled in training in a job, internship, or apprenticeship within 6 months of training completion. If the 80% threshold is not met when an initiative is implemented, payments made through a contract may be prorated.
- Have projected program outcomes including total number to be trained; total number of participants that complete training and obtain relevant credentials, as appropriate, total number to be placed in internships, apprenticeships, and jobs; total number interviewed by employers; and total number to go on to receive advanced training or higher education.
- Offer coursework leading to entry-level jobs, internships, and apprenticeships or more advanced technical training, certification, or degrees designed to ready trainees primarily for entry-level employment (e.g., technicians, installers, technical sales) in the high efficiency HVAC or other related clean energy industries.
- Leverage new, existing, or modified instructor-led classroom, online, or hybrid/blended curriculum and education/training delivery, including opportunities for hands-on application of skills on the part of learners.
- Utilize existing training facilities as much as possible to leverage funds and applicable work that has already been done.
- Provide counseling to support the student in achieving their education and career goals relevant to their coursework, including providing job preparedness and placement activities.
- Have a plan for training guidance counselors and other support staff where applicable.

- Develop partnerships with businesses to provide real work experience through on-the-job training, internships, pre-apprenticeships, and apprenticeships, etc.
- Have a plan for tracking trainees placed in jobs, internships, pre-apprenticeships, and apprenticeships, etc. for a minimum of 12 months after completion of the training program.
- Market to target audiences with a focus on disadvantaged populations and have at least 50% of their trainees be from a Disadvantaged Community or Priority Population as defined above.
- If applicable, demonstrate that more than 60% of trainees either reside, or serve customers, in SBC/CEF service territory (see Funding section above).
- Leverage PON 4000 and PON 3982 funds for internships and on-the job training placements to help trainees get hands-on experience and hired.
- Have a plan to become self-sustaining once NYSERDA funding is exhausted.

Reporting and Tracking Requirements

Reporting is essential to communication between the selected training provider and the NYSERDA Project Manager. Reporting is necessary to measure progress and as a basis upon which the Project Manager assesses whether or not to approve the Contractor's invoice. Quarterly reporting on training activities and key program performance metrics must be submitted to NYSERDA, as well as a final report with training program outcomes for a 12-month period following the conclusion of training activities. NYSERDA will provide the report format.

Quarterly reports shall be completed based on a template provided by NYSERDA and shall include, but not be limited to, the following information:

- Project progress, including findings, data, analyses, and results from all tasks carried out in the covered period:
 - Information shall be provided in sections labeled as Task 1 (a, b, c), Task 2 (a, b, c), etc.
- Feedback from instructors delivering training:
 - Identification of issues or concerns
 - Planned solutions
 - Areas where NYSERDA assistance is needed
- Status of curriculum updates, including submission of revised syllabus (if applicable)
- Metrics:
 - Training data (e.g., number of individuals trained), as directed by Project Manager
 - Summary of recruitment and training efforts
 - Complete list of courses conducted during the reporting period, including course titles, dates, instructor names, and locations where the training sessions were held
 - Internship/apprenticeship/job placement results
- Completed pre- and post-training surveys
- List of materials purchased, if applicable

III. Proposal Requirements

Proposers must submit the following materials as attachments to their proposal. **PLEASE COMBINE ALL DOCUMENTS INTO ONE SINGLE PDF FOR ONE SINGLE UPLOAD TO SALESFORCE. There is only one slot for upload, if you upload documents individually, you will overwrite each document.**

- Attachment A – Cover Sheet (see more detail below)
- Responses to Attachment B – Project Questions (see more detail below)
- Letters of commitment of letters and letters of support from relevant business or industry partners
 - Letters of commitment serve to reinforce industry partners' commitment to and outline their role in training projects. Successful proposals will include an array of letters from employers ready to interview, hire, commit to paid internships, pre-apprenticeships, curriculum development, on-site, hands-on training, and/or other similar experiences.

Letters must be custom-tailored and unique to each industry partner. Form letters that include the same language and are signed by multiple partners are not allowed.

- Letters of Support serve to attest that the proposed training relates directly to businesses' future hiring needs.
- Course outline and syllabus for any courses proposed.
- Resumes of key personnel who will complete tasks described in the Statement of Work.
- Statement of Work (see more detail below)
- Schedule (see more detail below)
- Attachment C – Budget Form (see more detail below)
 - With Subcontractor Budget Detail (if applicable)
- Cost Breakdown by Task (see more detail below)
- A list of NYSDOL contracts within the past 4 years that your organization and/or team members have received.
- Other supporting material deemed necessary by the proposer.

Attachment A – Cover Sheet

Applicant Eligibility

- Does your project ensure that more than 60% of trainees either reside, or serve customers, in SBC/CEF service territory?
- Are you proposing to deliver a hands-on, entry level training program designed to help develop a talent pipeline of new workers (e.g., technicians, installers, technical sales) that is aligned with the basic, technical, and advanced skills needed by employers to work in high efficiency heating, ventilation, and air conditioning (HVAC) careers specializing in heat pump technologies including cold climate heat pump applications?

Proposal Metrics

- What is the total number of unique individuals anticipated to be recruited, start and successfully complete training?
- If requesting the maximum award amount of \$550,000, are you proposing to train a minimum of 50 to 60 individuals?
- What is the cost per trainee?
- How many trainees will be placed in internships, apprenticeships, and jobs?

Attachment B – Project Questions

1. Give a brief description of the proposed project including project objectives.
2. What experience do you have in developing career pathways and providing entry-level technical training in clean energy and job placement activities? What current activities does this proposal build upon and where does this training fit within the overall curriculum offered by the institution, including training progression opportunities? Are you proposing to successfully place approximately 80% of those enrolled in training in a job, internship, or apprenticeship within 6 months of training completion?
3. What partnerships exist now or will be developed (e.g., other training providers, business/industry, professional associations, NYSDOL Career Centers, etc.)? **Response must clearly identify the roles and responsibilities of subcontractor(s) included in the proposed training program.**
4. What experience do you have in designing, developing, or modifying and evaluating relevant curricular materials? Describe the proposed career pathway curriculum and explain how it will be used and/or modified. How are business and industry partners involved in the development and update of curricular materials?
5. How and where will training be delivered (i.e., classroom, lab, online, blended model)? What does the hands-on component of the training entail? How will classes be scheduled and how will participants register?

6. What equipment will be required and is it available now? If not, how will the necessary equipment be procured? How will the equipment be used by training participants and/or instructors?
7. Does the proposed training result in a nationally recognized certification, if appropriate? If there is no national certification for training offered, how is the training evaluated for quality and industry demand? How will any newly developed or modified curricular materials be evaluated and improved?
8. Besides training, what other services will be included as part of the career pathway program (e.g., counseling, job preparedness and placement activities)?
9. What are the qualifications of your instructors and supporting staff? How is the quality of instruction maintained?
10. What is your experience recruiting and training individuals from Disadvantaged Communities and/ or Priority Populations? What marketing methods will be used to target and recruit individuals from Disadvantaged Communities or Priority Populations and who will be responsible for these efforts? Are at least 50% of targeted program participants from a Disadvantaged Community or Priority Population as detailed in the solicitation?
11. How will participants be screened? What will trainees need to succeed in this program? How will student needs be addressed and how will performance be evaluated?
12. How will you track program requirements and outcomes during the program and for 12 months after the completion of the program?
13. What are your sources of funding for the cost share required and other funding? Are you leveraging third party funds? If so, please describe. Are you leveraging PON 4000 and PON 3982 funds for internships and on-the job training placements to help trainees get hands-on experience and hired?
14. How will the program be sustained after the scope of services is complete and NYSERDA funds are no longer available?

Statement of Work

Proposers must include a detailed Statement of Work (SOW) with their application. The SOW is the primary contractual document that identifies the deliverables and provides a basis for payment. It is an action document that specifically delineates each step or procedure required to accomplish the tasks outlined. The SOW must be prepared as an ordered set of tasks, including subtasks as necessary. The proposers should describe their approach/methodology and define their rationale for the proposed approach. They should describe the actions they will take to complete each task and the anticipated outcome of each task. Each action should, therefore, be identified, indicating who will perform it, how it will be performed, when it will be performed, and its anticipated measurable deliverables. See Attachment D – Sample Agreement for a sample Statement of Work. Use the following format to describe each task or subtask:

Task 1: Task Title

The Contractor shall....

The Task 1 deliverable is....

Schedule

The proposer must provide an anticipated schedule for completing tasks. This schedule can be in weeks or months from contract execution and should be a maximum of 18 to 30 months for developing and implementing training. The schedule should include an additional 12-month period for tracking and monitoring program graduates. The schedule should correspond to the individual tasks and budget.

Schedule example:

Task No.	Title or Description	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
1.	Develop Curriculum								
2.	Recruit								
3.	Conduct Training								
4.									
5.									

Attachment C – Budget Form

The proposer must complete and submit the Attachment C – Budget Form with their application. The Attachment C – Budget Form details the budget for the proposal and shows costs related to labor, direct materials (including supplies, equipment and other costs), travel, and subcontractors. If applicable, the Attachment C – Budget Form should also include subcontractor budget detail (for each proposed subcontractor) including a breakdown of labor rates and hours, as well as subcontractor cost breakdown by task. The budget must be reasonable and must show the portion being requested from NYSERDA and the portion that is the proposer's or proposing team's responsibility. Work completed or costs incurred prior to NYSERDA's execution of a contract are ineligible for funding or for consideration as cost share.

For more information on funding, cost share, and allowable expenses please see the Funding section above.

Cost Breakdown by Task

The proposer must provide total cost breakdown between applicant cost share and NYSERDA cost share for each task detailed in the SOW. A minimum cost share of 10% is required from the proposer. Cost sharing for individual tasks may vary between applicant and NYSERDA, however, total cost must result in no more than a 90% NYSERDA/10% Applicant split. Proposers should show the cost sharing plan in the following format:

Task X (complete for all tasks) Budget Categories	Applicant Cost Share	NYSERDA Cost Share	Total
1. Labor	\$	\$	\$
2. Direct Materials, Supplies, Equipment & Other Costs	\$	\$	\$
3. Travel	\$	\$	\$
4. Subcontractors	\$	\$	\$
Total	\$	\$	\$

IV. Proposal Evaluation

Proposals that meet solicitation requirements will be reviewed and evaluated by a Scoring Committee consisting of NYSERDA staff and selected outside reviewers including the Workforce Development Initiative interagency review committee. All references to the "proposer" below apply to the proposer and any additional team members. Final rankings and contract awards will be based on the below Evaluation Criteria, listed in order of importance. After proposals are reviewed by the Scoring Committee, NYSERDA will notify each proposer whether or not the proposal was favorably evaluated (within approximately 10 weeks).

NYSERDA reserves the right to require an interview before final contract award decision. NYSERDA also reserves the right to eliminate from further consideration any proposal deemed to be substantially or

materially non-responsive to the requirements of this PON or the requests for information contained herein. Furthermore, NYSERDA reserves the right to select projects for funding based on the geographical coverage across New York State to ensure that projects selected for funding optimize the use of available funding to achieve programmatic objectives.

Evaluation Criteria

Relevant Experience and Qualifications

- What is the proposer's track record of / approach to ensuring job placements and relationships with clean energy businesses/employers? Does the proposer have at least three letters of commitment or support from businesses who have hired individuals from their energy-related training in the past and who can attest that proposed training relates directly to their future hiring needs?
- What experience does the proposer have in developing career pathways, implementing entry level technical training in clean energy, and providing job placement activities? Are key personnel's education and experience relevant to the training and job placement needs? Does the proposal include resumes of key personnel and instructors?
- Does the proposer demonstrate appropriate experience designing, developing, or modifying and evaluating relevant curricular materials in response to industry stakeholder needs?
- Does the proposed training and job placement activities prepare participants for an internship, apprenticeship or for entry level employment in the high efficiency HVAC industry?
- Are training sites located in NYS and does the proposer have adequate equipment to support classroom or laboratory training that meets industry standards? Are sufficient resources (staff, facilities, equipment, and materials) being devoted to the SOW and each proposed task?
- Does the proposer have a letter(s) of commitment and support from partnering organizations? Are roles and responsibilities of subcontractor(s) clearly identified?
- What is the proposer's previous experience with NYSERDA, if any? Did they provide a list of NYSERDA contracts within the past 4 years that their organization and/or team members have received?

Statement of Work (SOW)

- Is the SOW thorough, specific, logical, and consistent with NYSERDA's program goals and the PON's objectives?
- Is the SOW appropriate in its approach to market and deliver quality training and job placement activities?
- Does the SOW include tasks that address all the requirements of the PON? Is there enough detail provided for each task in the SOW?
- Does the SOW include all metrics reporting requirements?
- Does the proposer provide a schedule and complete development and implementation of training within approximately 18 to 30 months? Does the schedule include an additional 12-month period for tracking and monitoring program graduates?

Comprehensiveness of Approach and Management Plan

- How comprehensive are the technical training and job placement activities being proposed? Are any additional range of services (e.g., counseling, job preparedness activities) included?
- How comprehensive are projected program outcomes including total number to be trained; total number to be placed in internships; total number to be placed in apprenticeships; total number to be placed in jobs; and total number to go on to receive advanced training or higher education?
- Is the geographic range of training delivery and job/internship/apprenticeship placements detailed?
- If requesting the maximum award amount of \$550,000, does the proposal seek to successfully train a minimum of 50 to 60 individuals?

- Will approximately 80% of those enrolled in training be placed in a job, internship, or apprenticeship within 6 months of training completion?
- Are at least 50% of targeted program participants from a Disadvantage Community or Priority Population as detailed in the solicitation? How well does the proposer detail their strategy to engage individuals from Disadvantaged Communities or Priority Populations and reach the 50% threshold required? How well does the proposer demonstrate stringent screening of any potential training participants?
- If applicable, how well does the proposer demonstrate that more than 60% of trainees either reside, or serve customers, in SBC/CEF service territory?
- Is the course content, in keeping with NYSERDA's requirement, appropriate in preparing participants for work in the intended occupation and for more advanced technical training or entry-level employment? Is a course outline and syllabus provided for all courses proposed?
- Does the proposed training result in a nationally recognized certification, if appropriate? If there is no national certification for training offered, how well is the training evaluated for quality and industry demand?
- Does the proposal's management plan include coordination and interaction with all of the relevant parties (partners, local resources, and other programs) and is the coordination well developed?
- How comprehensive is the plan for training guidance counselors and other support staff where applicable?
- What are the plans for sustaining the program once NYSERDA funding is exhausted?

Cost

- Is the budget reasonable and responsive to funding requirements under the solicitation? Does the proposal include the Attachment C – Budget Form, subcontractor budget detail (if applicable), and a cost by task breakdown?
- Is the total number to be trained adequate? Is the training cost per trainee reasonable?
- Is 10% cost share included? Is the proposer proposing a cost share higher than 10%? How will it be provided? Does the proposer leverage any third-party funds? Is there a complete description for each funding source?
- Is the proposer leveraging PON 4000 and PON 3982 funds for internships and on-the job training placements to help trainees get hands-on experience and hired?
- Are the proposer's costs appropriate when compared to the costs of other comparable proposals and the projected results?

Program Policy Factors

Additionally, NYSERDA reserves the right to accept or reject proposals based on the following factors:

- Geographical coverage across New York State to ensure that projects selected for funding optimize the use of available funding to achieve programmatic objectives.
- The degree to which the proposed project, including proposed cost shares, optimizes the use of available funding to achieve programmatic objectives.
- Institutional diversity or partnership with minority serving institutions.
- Consideration of the impact on, and benefits to, a diversity of communities, including low-income and rural communities.
- The degree to which the applicant has the resources (human and financial) to be able to complete the project.
- Diversity of awards, including multiple locations and program structures.
- The degree to which the proposed project directly addresses NYSERDA's mission and strategic goals.
- The applicant's performance on current or past NYSERDA contracts

V. General Conditions

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <https://www.nyserda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division for Small Business
625 Broadway
Albany, NY 12207

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
625 Broadway
Albany, NY 12207

State Finance Law sections 139-j and 139-k - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <https://online.ogs.ny.gov/legal/lobbyinglawfaq/default.aspx>. Proposers are required to answer questions during proposal submission, which will include making required certification under the State Finance Law and to disclose any Prior Findings of Non-Responsibility (this includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years).

Tax Law Section 5-a - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department.

The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf). The Department has developed guidance for contractors which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

Contract Award - NYSERDA anticipates qualifying multiple contractors under this solicitation. NYSERDA anticipates a contract duration of approximately three years, unless NYSERDA management determines a different structure is more efficient based upon proposals received. A contract may be awarded based on initial applications without discussion, or following limited discussion or negotiations pertaining to the proposal. Each proposal should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA may at its discretion elect to extend and/or add funds to any project funded through this solicitation. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the checklist questions. Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA expects to notify proposers in approximately 10 to 12 weeks from the proposal due date whether your proposal has been qualified. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

Accessibility Requirements - If awardees from this solicitation will be posting anything on the web, or if the awardee will produce a final report that NYSERDA will post to the web, the following language must be included. NYSERDA requires contractors producing content intended to be posted to the Web to adhere to New York State's Accessibility Policy. This includes, but is not limited to, deliverables such as: documents (PDF, Microsoft Word, Microsoft Excel, etc.), audio (.mp3, .wav, etc.), video (.mp4, .mpg, .avi, etc.), graphics (.jpg, .png, etc.), web pages (.html, .aspx, etc.), and other multimedia and streaming media content. For more information, see [NYSERDA's Accessibility Requirements](#).

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement. NYSERDA reserves the right to disqualify proposers based upon the results of a background check into publicly available information and the presence of a material possibility of any reputational or legal risk in making of the award.

Disclosure Requirement - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

Vendor Assurance of No Conflict of Interest or Detrimental Effect - The proposer shall disclose any existing or contemplated relationship with any other person or entity, including any known relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would

constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the proposer or former officers and employees of NYSERDA, in connection with proposer's rendering services as proposed. If a conflict does or might exist, please describe how your company would eliminate or prevent it. Indicate what procedures will be followed to detect, notify NYSERDA of, and resolve any such conflicts.

The proposer must disclose whether it, or any of its members, or, to the best of its knowledge, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission"), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

Public Officers Law – For any resulting awards, the Contractor and its subcontractors shall not engage any person who is, or has been at any time, in the employ of the State to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules, regulations, opinions, guidelines or policies promulgated or issued by the New York State Joint Commission on Public Ethics, or its predecessors (collectively, the "Ethics Requirements"). Proposers are reminded of the following Public Officers Law provision: contractors, consultants, vendors, and subcontractors may hire former NYSERDA employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of NYSERDA may neither appear nor practice before NYSERDA, nor receive compensation for services rendered on a matter before NYSERDA, for a period of two years following their separation from NYSERDA service. In addition, former NYSERDA employees are subject to a "lifetime bar" from appearing before any state agency or authority or receiving compensation for services regarding any transaction in which they personally participated, or which was under their active consideration during their tenure with NYSERDA. Any awardee will be required to certify that all of its employees, as well as employees of any subcontractor, whose subcontract is valued at \$100,000 or more who are former employees of the State and who are assigned to perform services under the resulting contract, shall be assigned in accordance with all Ethics Requirements. During the term of any agreement, no person who is employed by the contractor or its subcontractors and who is disqualified from providing services under the contract pursuant to any Ethics Requirements may share in any net revenues of the contractor or its subcontractors derived from the contract. NYSERDA may request that contractors provide it with whatever information the State deems appropriate about each such person's engagement, work cooperatively with the State to solicit advice from the New York State Joint Commission on Public Ethics, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Joint Commission on Public Ethics. NYSERDA shall have the right to withdraw or withhold approval of any subcontractor if utilizing such subcontractor for any work performed would be in conflict with any of the Ethics Requirements. NYSERDA shall have the right to terminate any contract at any time if any work performed is in conflict with any of the Ethics Requirements.

VI. Attachments:

Attachment A – Cover Sheet
Attachment B – Proposal Questions
Attachment C – Budget Form
Attachment D – Sample Agreement

New York State Energy Research and Development Authority

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